



## **Social Networking**

Our Nurseries believe that restrictions need to be placed on staff accessing social networking sites. The nursery has a high reputation to upkeep and comments made on sites such as “Facebook” could have an impact on how the parents using the nursery view the staff.

- Mobile phones should not be used unless on a designated break and then this must be away from the children.
- Mobile phones will be stored safely in the office at all times during the hours of the working day. (staff have them in the staff room at break time)
- Staff must not post anything onto social networking sites such as “Facebook” that could be considered to have an impact on the nursery’s reputation. E.g., negative comments about your days’ work.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parents which use the nursery.
- If staff choose to allow parents to view their page on social networking sites, then this relationship must remain professional at all times.
- Staff must not comment on any social media sites that parents are on. They should not reply to any questions that parents ask if it’s to do with work / nursery.
- Staff must not accept or request children or young people, pupils on work placement under the age of 17 on their Facebook profile

If a member of staff fails to comply with this policy they will face disciplinary action, which could result in dismissal.

A member of management may have a phone with them if we have a problem with nursery landline so they can get hold parents in case of emergency.

The nursery mobile is also used for taking photos of the rooms and children. They are used with consent from parents.

## **Internet policy**

Our Nurseries policy in relation to the Internet is as follows:

The Internet is only available on the office computers/ laptops and some children’s rooms children can only access Busy Things program. Staff also use the tablets to support activities within the children’s rooms. For the children.

Children have access to activities only and we limit the time to a couple of hours a day

<b>This policy was adopted on:</b>	<b>Signed on behalf of the nursery:</b>	<b>Date for review</b>
May 2021	Claire Smith	May 2022
May 2022	Vicky Sheard	May 2023
January 2023	Rachel Strong	January 2024
January 2024	Rebecca Barron	January 2025
January 2025	Rebecca Barron	January 2026
March 2026	Zoe Goodchild	March 2027
April 2026	Vicky Sheard	April 2027 (added info)
May 2026	Rachel Strong	May 2027